

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**2020 ATTENDANCE RECORD**

	January	April	July	October
Svea Bogue	X	X	x	x
Erin Boydston	X	X	x	x
Courtney Clark	X	x	<b>Absent</b>	x
Theresa Cullen	<b>Absent</b>	X	x	X
Julie Darnell	X	X	x	<b>absent</b>
Stephanie Hall	X	<b>Absent</b>	x	<b>Absent</b>
Alice Hunt	X	x	<b>Absent</b>	x
Materance Jordan	<b>Absent</b>	x	<b>Absent</b>	x
Hayley Cox	X	x	x	X
Annice Ritter	<b>Absent</b>	X	x	X
Jane Russell	<b>Absent</b>	X	x	x
Ian Thomas	X	X	x	x
John Timmons	X	X	x	x
Holly Kaplan	X	x	x	x
Marie Mize	X	X	<b>Absent</b>	x
David "Chip" Woods	X	X	x	x

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Minutes, January 14, 2020 Meeting**  
**Athens-Clarke County Library Board Room**  
**Draft Minutes**

Chairman Thomas called the meeting to order at 4:06 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Clark, Ms. Cox, Ms. Darnell, Ms. Hall, Ms. Hunt, Ms. Kaplan, Ms. Mize, Chairman Thomas, Mr. Timmons, and Mr. Woods. Absent were Ms. Cullen, Mr. Jordan, Ms. Ritter, and Ms. Russell. Staff members present were Ms. Bell, Mr. Burns, Ms. Eades, Ms. Fike, Ms. Green, Mr. Guice, Ms. Mayfield, Ms. Mead, Ms. Shull and Ms. Moncrief.

**Announcements:** Introduction of Ms. Hayley Cox and Ms. Holly Kaplan as new Trustees of the Athens-Clarke County Library Board.

**Public Comment:** None

**Presentation:** Joe Frierson Jr. and Ms. Meg Parker of Merrill Lynch presented the Investment Portfolio Review for the Endowment Investments.

**Approval of Minutes:**

- The Draft Minutes from the October 8, 2019 regular meeting were unanimously approved. (Moved by Ms. Hunt, Seconded by Ms. Bogue)

**Approval of Agenda:**

- The Agenda was then adopted and unanimously approved. (Moved by Ms. Darnell, Seconded by Ms. Hunt)

**Financial Report:**

- Revenue is at 49.42% which is line for our second quarter.
- Expenditures are at 45.93%.
- Passports have seen an increase in revenue which is already at 61.81% for the year.
- Unanimously approved. (Moved by Mr. Boydston, Seconded by Ms. Darnell)

**Committee Reports:**

- **Endowment**

The Endowment was established 25 years ago and was invested with the help of Merrill Lynch in 2012 which has increased the earnings of the account which we are very pleased with.

Consultant David Baker hired to refresh the Endowment Process in order to become a foundation will present his findings and recommendations at the April 2020 meeting.

- **Friends of the Library** - None

- **Winterville**

A complete Board has been seated with an official notification that Marie Mize will be the Athens-Clarke County Board of Trustees liaison from Mayor Dodd Farrelle,

Friends of Winterville Library helped with a Christmas Celebration and will also have a “Birthday Party” for the library this year.

The Library Board is working with the City of Winterville to promote the 2020 Census.

#### **Director's Report:**

- Director Bell introduced Assistant Director for Organizational Development Sue Plaksin. Ms. Bell then gave an update of one of the library's employees who is gravely ill.
- February 13, 2020 will be State Capital legislative day (Hot Dog Day) in which anyone can speak with their legislators about the importance of the library and their services. Please attend as your schedule allows.
- February 18, 2020 will be Trustee Training with our State Librarian Julie Walker. We encourage all Trustees interested to attend.
- We have received a request from Mrs. Prokasy that her husband receive *Emeritus* status on the Board. The County does not have any opposition to this, so it will be up to this Board and the ARLS Board if you choose to bring it to them.
- Through the IMLS Grant, we have been working with the Jeannette Rankin Foundation and the CCSD to host a bus trip to the National Memorial for Peace and Justice and the Legacy Museum in Montgomery Alabama. We will take two busses, one for 50 students and advisors and one for 55 community members to the museum. We are working on details with Mr. Timmons, our insurance carrier, and the school on insurance details. Adults will be charged \$25 for the trip. This includes travel to and from, admittance to the museum and memorial, and lunch. Students will travel at the expense of the grant
- We are working with community group “Books for Keeps” to host a one book one community event. This is when the entire community reads the same book at roughly the same time. Various events will be planned to discuss the books. We expect this will happen during the summer reading months.

- Trudi Green, and two members of the UGA/TILT program will be presenting with me at the Public Library Association Conference in February.
- Staff Development Day led by Circulation Coordinator, Toby Mayfield, and Assistant Director Jean Mead was a very big success. We hosted the President-Elect of the American Library Association, Julius C. Jefferson Jr. as our Keynote Speaker.
- We have met multiple times with officials from the Clarke County School District to move forward with the School Card project. We are currently awaiting approval and signing of the MOU and hope to start the project in January. Circulation Coordinator Toby Mayfield will be taking the lead on this project once it is underway. Attached to this report is the MOU, copies of the paperwork that will be distributed to the students and parents/guardians, and proposed timeline.
- Director Bell, Assistant Director Plaksin, and Business Manager Ms. Fike have met with an agent with Chastain Insurance Agency to discuss future insurance coverage for the library. A report will be given at next meeting.
- Director Bell was pleased to share with the three national professional journal Articles that ACCL was featured in these past four months. *American Libraries* for our Trauma-informed Library Services; *Public Libraries* for our Trauma-informed Library Services, and *Computers in Libraries* for our Solar array.  
[http://www.infotoday.com/cilmag/dec19/Bell-Eades--How-We-Use-Solar-Energy-to-Teach-Sustainability.shtml?fbclid=IwAR0cbYFXDmMrhgfoKi5fM\\_zlBQgupH\\_XqVfL5lQNmL7eQxOhodnHh3AYd6g](http://www.infotoday.com/cilmag/dec19/Bell-Eades--How-We-Use-Solar-Energy-to-Teach-Sustainability.shtml?fbclid=IwAR0cbYFXDmMrhgfoKi5fM_zlBQgupH_XqVfL5lQNmL7eQxOhodnHh3AYd6g)
- On Thursday, December 19, Quiet Gallery exhibitor Matt Brewster presented ACCL Director Valerie Bell with a beautiful 36" x 18" mounted print of his photographic portrait of the library
- Receptionist Ashley Hardigree and Circulation Supervisor Travis Perkins have started a Millennial book discussion group. This is an important step in meeting the needs of our younger adult patrons and I am very pleased that they both have taken the initiative to start this new project. They will meet on the 4<sup>th</sup> Thursday of the month at the Rook & Pawn. The first meeting will be held January 23<sup>rd</sup>
- Rhiannon Eades, Public Information Officer and Caleb Guice presented two short promotional videos of the Piano outside for anyone to play and a Digital Media Center patron who enjoys our services. Both videos can be seen on Youtube and our Facebook page.

**Old Business:** None

**New Business:**

FY2021 Draft Budget presented. After discussion, unanimously approved (Motioned by Ms. Bogue, Seconded by Mr. Timmons)

**Board Actions:**

- Move to investigate *Emeritus* stats for Dr. William Prokasy, unanimously approved (Motioned by Mr. Timmons, Seconded by Ms. Bogue)
- Move to approve a bus trip to the Justice & Peace Memorial in Montgomery Alabama unanimously approved (Moved by Ms. Hunt, Seconded by Ms. Darnell)
- Move to approve getting estimates to upgrade the Digital Media Center and Computer Classroom using SPLOST & MRR funds. Unanimously approved (Moved by Ms. Bogue, Seconded by Ms. Clark)
- Move to waive the fines one time for students involved in the ACCL/CCSD School Card Project, unanimously approved (Moved by Ms. Hall, Seconded by Mr. Thomas)

**Meeting was adjourned at 5:14 pm (Motioned by Ms. Bogue, Seconded by Ms. Mize)**

**Next Meeting April 14, 2020 at 4:00 pm**

## Board Actions

Approval of October 8, 2019 Minutes, Unanimously Approved. (Motioned by Ms. Hunt, Seconded by Ms. Bogue)

Approval of January 14, 2020 Meeting Agenda, Unanimously Approved. (Motioned by Ms. Darnell, Seconded by Ms. Hunt)

Approval of Financial Report FY20Q2, Unanimously Approved. (Motioned by Ms. Boydston, Seconded by Ms. Darnell)

Approval to investigate *Emeritus* stats for Dr. William Prokasy. (Motioned by Mr. Timmons, Seconded by Ms. Bogue)

Approval of a bus trip to the Justice & Peace Memorial in Montgomery Alabama. (Moved by Ms. Hunt, Seconded by Ms. Darnell)

Approval of getting estimates to upgrade the Digital Media Center and Computer Classroom using SPLOST & MRR funds. (Moved by Ms. Bogue, Seconded by Ms. Clark)

Approval to waive the fines one time for students involved in the ACCL/CCSD School Card Project. (Moved by Ms. Hall, Seconded by Mr. Thomas)

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Minutes, April 14, 2020 Meeting**  
**Athens-Clarke County Library Board Room**  
**Draft Minutes**

Chairman Thomas called the meeting to order at 4:06 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Clark, Ms. Cox, Ms. Cullen, Ms. Darnell, Ms. Hunt, Mr. Jordan, Ms. Kaplan, Ms. Mize, Ms. Ritter, Ms. Russell, Chairman Thomas, Mr. Timmons, and Mr. Woods. Absent was Ms. Hall. Staff members present were Ms. Bell, Ms. Bowden, Mr. Bush, Mr. Deal, Ms. Eades, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Plaksin, Ms. Shull and Ms. Moncrief.

**Announcements:**

Director Valerie Bell: Welcome everyone to our first virtual board meeting and thank you for joining.

**Public Comment:** None

**Presentation: Approval of Minutes:**

- The Draft Minutes from the January 14, 2020 regular meeting were unanimously approved. (Motioned by Ms. Hunt, Seconded by Ms. Bogue)

**Approval of Agenda:**

- The Agenda was then adopted and unanimously approved. (Motioned by Ms. Darnell, Seconded by Ms. Hunt)

**Financial Report:**

- FY2020 - Q3, Unanimously approved. (Motioned by Ms. Boydston, Seconded by Ms. Darnell)

**Committee Reports:**

- **Endowment**

The Endowment Committee met in February to discuss a proposed change the Endowment Fund to Foundation through the by-laws. The committee may propose at July Board meeting for a vote.

- **Friends of the Library**

Revised by-laws to permit donations have been approved by the Georgia Secretary of State.

Spring Book Sale, Family Fun Day, and Café events have been cancelled at this time.

The Friends of the Library Board have created a President-Elect position.

- **Winterville - None**

**Director's Report:**

- The Library facilities closed to the public on Sunday March 15, 2020. In the short four weeks that the library has been closed, staff through the leadership of the Resource Team have moved many of our resources, programs and services to a virtual platform. Some examples of the work we have done include:
  - Reorganized our web and social media presence
  - Put in place a digital card access procedure, on the first day of this new service we issued 30 new cards and updated 15 accounts.
  - Ordered the increased purchase of electronic materials by 80%, we have added nearly 200 new titles.
  - Pulled together a trusted list of resources about COVI-19 which is now published on our website
  - Organized a Region wide Storytime schedule
  - Began to offer reference chat across the region
  - Developed and published an FAQ for the webpage
  - Developed, distribute and regularly updated a list of task and activities for staff to work on while at home.
  - Resource Team is meeting virtually twice per week to discuss current services and plan new services
  - Student Card Update: To date 1540 applications have been received from elementary students alone. Students have begun to use their new library cards accessing our online resources from home. As the board approved, we have forgiven a total of \$3,500.05 in fines so far.
  - On March 17, 2020, Governor Kemp approved the FY20 budget reinstating the materials budget to .35 per cap. These reinstated funds will go towards the purchase of additional e-materials for the Region.
  - Budget Impact projects for ACCL:
  - Wright & Wright custodial service has continued to work at the library during this time. They have been deep cleaning all areas and surfaces of the library. If we decide to continue their services throughout the next two months, they could deep clean the Pinewoods and Winterville. (Action Item)
  - We have set aside in “restricted funds” \$26, 500.00 for the purchase and installation of 19 cloud-based security cameras with local storage in the cameras and an additional computer and monitor for the security desk to

display additional cameras. The quote has come back at \$22, 562. 12 (Action Item)

- Keith Saunders from the SPLOST Office contacted the Director about repair work for roof and HVAC for the A-CC Branch. Completed work would cost approximately \$400,000 which 50% would come from MRR funds and the other 50% would come from county funds but may have to come from SPLOST funds. (Action Item)
- Before COVID we were looking to increase our technology presence in the county through expanding the Digital Media Center and turning the current Technology Training Lab into more of a training lab and maker space area. Along with some other facelift work in the building. We received and itemized bid from a state contractor for the work. The amount is \$59,841. The original Plan was to use 50% State MRR funds and 50% SPLOST (or county facilities monies). (Action Item)

**Old Business:** None

**New Business:**

**Board Actions:**

Approve of Wright & Wright Custodial Service

Approve purchase and installation of Meraki Surveillance Cameras

Approve repairs for Athens-Clarke County Branch Roof and HVAC

Approve expansion of Athens-Clarke County Branch Technology Center

**Meeting was adjourned at 5:14 pm (Motioned by Ms. Bogue, Seconded by Mr. Timmons)**

**Next Meeting July 14, 2020 at 4:00 pm**

## Board Actions

- Approval of January 14, 2020 Minutes, Unanimously Approved. (Motioned by Ms. Hunt, Seconded by Ms. Bogue)
- Approval of April 14, 2020 Meeting Agenda, Unanimously Approved. (Motioned by Ms. Darnell, Seconded by Ms. Hunt)
- Approval of Financial Report FY20Q3, Unanimously Approved. (Motioned by Ms. Boydston, Seconded by Ms. Darnell)
- Approval of Continued cleaning including deep cleaning of Athens-Clarke County branches by custodial company Wright & Wright during May & June. Unanimously Approved. (Motioned by Ms. Hunt, Seconded by Ms. Clark)
- Approval of purchase and installation of 19 cloud-based security cameras and 1 additional computer and monitor for the security desk at Athens-Clarke County branch for \$22, 562.12 using “restricted funds”. Unanimously Approved. (Motioned by Mr. Woods, Seconded by Ms. Hunt)
- Approval of repair work to Athens-Clarke County Library Roof and HVAC paid by MRR Funds and/or Athens-Clarke County or SPLOST funds. Unanimously Approved (Motioned by Ms. Bogue, Seconded by Ms. Hunt)
- Approval of expansion of Athens-Clarke County Digital Media Center and Technology Training Lab to increase technology presence. Unanimously Approved (Motioned by Ms. Kaplan, Seconded by Mr. Woods)

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Minutes, July 14, 2020 Meeting**  
**Athens-Clarke County Library Board Room**  
**Draft Minutes**

Chairman Thomas called the meeting to order at 4:03 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Cox, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Kaplan, Ms. Ritter, Ms. Russell, Chairman Thomas, Mr. Timmons, and Mr. Woods. Absent was Ms. Clark, Ms. Hunt, Mr. Jordan, and Ms. Mize. Staff members present were Ms. Bell, Ms. Bowden, Mr. Bush, Mr. Deal, Ms. Eades, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Plaksin, Ms. Shull and Ms. Moncrief.

**Announcements:** None

**Public Comment:** Tim Penning requested Hearing Loops be placed in public meeting spaces – Multi-Purpose meeting rooms and Auditorium.

- Mr. Penning stated he suffers from hearing loss and would like to suggest addition of hearing loops to the public spaces to accommodate patrons such as himself in order to have a more enjoyable experience. After much research, it seems it would take an investment of around \$8,000. Loops are amazing technology and can pipe sound directly into hearing aids of all types with no other services required.
- Chairman Thomas stated the funding for the loop had already been proposed as part of a grant written by A-CCL staff but in case the library is not awarded the grant I would encourage the Board of Trustees to agree to fund the loop installation. Ms. Kaplan, a diagnostic and rehabilitative specialist at UGA, agreed with the loop technology and will help collaborate with selection of the best equipment.
- Board Action: Motion to fund purchase and installation of hearing loop in public meeting spaces of Athens-Clarke County Library if grant is not received for funding. Chairman Thomas, Seconded by Mr. Russell, Unanimously Approved.
- Mr. Penning will be notified when actions are taken.

**Presentation: Approval of Minutes:**

- The Draft Minutes from the April 14, 2020 regular meeting were unanimously approved. (Motioned by Ms. Bogue, Seconded by Ms. Darnell)

**Approval of Agenda:**

- The Agenda was then adopted and unanimously approved. (Motioned by Ms. Darnell, Seconded by Ms. Russell)

## **Financial Report:**

- FY2020 – Q4, Unanimously approved. (Motioned by Ms. Kaplan, Seconded by Ms. Cox)
- Finalized FY2021 Budget, Unanimously approved. (Motioned by Ms. Bogue, Seconded by Ms. Cullen)

## **Committee Reports:**

- **Endowment**

The Endowment Committee met with Meryl Lynch on July 8, 2020. Due to the state of the economy during the pandemic the fund is down 4/7%, from 1.4 million down to 1.343 million. We are not concerned because it remains within the guidelines of fund.

- **Friends of the Library**

Annual Meeting was held virtually in June. All officers were elected except Secretary but that election should happen at next meeting.

Book Sale and donations are on hold at this time.

- **Winterville - None**

## **Director's Report:**

I would like to thank the incredible Resource team and staff who have worked tirelessly to help implement new procedures, policies during this pandemic.

- We have good news from the state. The State legislature voted, and the Governor signed the budget which reinstates **\$35 per capita for materials**. For ARLS, this means \$84,427 up from FY2020 \$82,166 for the purchase of library materials.
- GPLS through an IMLS grant secured funding for some **COVID related supplies**. As part of this grant, ARLS received \$6,000. The funds had to be spent during the 2020 fiscal year, and we used it all to purchase PPE, cleaning supplies, and some equipment. Mamie is keeping a list of all COVID related expenditures and we do have a separate accounting for the \$6,000 that will be reviewed by the auditor.
- You are all aware of the **phased approach** that was instituted for re-entry of library services. We are currently in phase 4. Beginning July 13, we will offer the partial re-opening of our facilities for internet and computer use. If all goes well with the coronavirus, we will begin allowing access to browse our collections in late August or early September. I have linked the updated [Phased Reentry](#) document for your review.
- Mamie Fike, Business Office Manager, is keeping a list of all COVID related expenditures and we do have a separate accounting for the State reimbursed \$6,000 that will be reviewed by the auditor.

- Some of the measures we have been taking to ensure the safety of our employees during this pandemic including:
  - Mandatory wearing of masks for staff and public
  - Mandatory wearing of masks and gloves when handling library materials
  - Mandatory wearing of gloves while working with potentially contaminated materials
  - Providing PPE to all employees
  - Encouraging social distancing while at work
  - Encouraging frequent hand washing/proper hand hygiene
  - Working on a block schedule
  - Offering telework options
  - Increased cleaning and disinfection of workstations
  - Increased cleaning and disinfection of public areas
- **Wages & Benefits:** We are in a new fiscal year. During the last quarter, ARLS Boards generously agreed to pay staff through the end of the fiscal year and while the buildings were closed. On behalf of the staff I want to thank you all. No one was laid off, furloughed, or terminated. Some staff resigned and we do have some pending unemployment claims that we are working through. We have some staff who are considered medically fragile by the Governor's Executive Order and they continue to telework while sheltering in place. Staff physically in the building work on a block schedule, and some staff combine telework and physical presence. I am requesting that we continue to allow staff to telework as needed. *(Action Item)*
- **In case of staff illness:** Sue Plaksin, Assistant Director Organizational Development & HR, and I have also worked on a set of Coronavirus Standard Operating Procedures as part of the ARLS Sick Leave policy. These are the actions that will guide us if staff report coronavirus contact or illness. We will be presenting that to the Regional Board for approval.
- We suspended **late fines** on library materials March 15<sup>th</sup> when the facilities closed. I have asked Toby Mayfield, Circulation Services Coordinator, to work on developing a process to begin charging fines again. However, it is my recommendation that we continue to suspend fines until the October 13<sup>th</sup> Board Meeting or when the facilities open to the public for browsing, whichever comes first.

**Old Business:** None

**New Business:**

- Nomination Procedure – Will be conducted through the Personnel Committee. The committee will review possible officers and recommend the officers to be confirmed by vote at next Board meeting. Unanimously Approved (Motioned by Chair Thomas, Seconded by Mr. Woods

**Board Actions:**

- Approve the continuation of paying staff to combine telework and physical presence while under coronavirus pandemic block scheduling and social distancing.
- Approve the suspension of fines until the October 13<sup>th</sup> Board Meeting or when the facilities open to the public for browsing, whichever comes first.
- Approval to restrict end of the year funds in the following manner:
- \$16,500 restricted for the AMH service contract. We need to set aside this amount aside each year so that we are able to pay the 4-year service contract of \$66,000
- \$10,000 restricted for strategic planning and East Side Library consultants. I believe Athens will require additional funding for our strategic planning consultant (just the size of ACC) and in preparation of the East Side Library construction/community input.
- \$5,000 to be added to the print management system.
- \$5,000 for COVID related supplies, equipment, and services. We don't know what this pandemic will bring in the coming year. I think this is a prudent move to make.
- \$48,473 of the remaining balance would go in unrestricted reserve.
- Approval of FY21 Budget
- Approval of Nomination Process

**Meeting was adjourned at 4:58 pm** Unanimously Approved (Motioned by Chair Thomas, Seconded by Ms. Boydstun)

**Next Meeting October 14, 2020 at 4:00 pm**

## **Board Actions**

Approval of the continuation of paying staff to combine telework and physical presence while under coronavirus pandemic block scheduling and social distancing. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Cox)

Approval of the suspension of fines until the October 13<sup>th</sup> Board Meeting or when the facilities open to the public for browsing, whichever comes first. Unanimously Approved. (Motioned by Ms. Cullen, Seconded by Ms. Darnell)

Approval to restrict end of the year funds in the following manner:

- \$16,500 restricted for the AMH service contract. We need to set aside this amount aside each year so that we are able to pay the 4-year service contract of \$66,000
- \$10,000 restricted for strategic planning and East Side Library consultants. I believe Athens will require additional funding for our strategic planning consultant (just the size of ACC) and in preparation of the East Side Library construction/community input.
- \$5,000 to be added to the print management system.
- \$5,000 for COVID related supplies, equipment, and services. We don't know what this pandemic will bring in the coming year. I think this is a prudent move to make.
- \$48,473 of the remaining balance would go in unrestricted reserve.

Unanimously Approved. (Motioned by Mr. Timmons, Seconded by Ms. Darnell)

Approval of FY21 Budget. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Cullen)

Approval of Nomination Process. Unanimously Approved (Motioned by Chair Thomas, Seconded by Mr. Woods)

Adjourn. Unanimously Approved. (Motioned by Chair Thomas, Seconded by Ms. Boydston)

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Minutes, October 13, 2020 Meeting**  
**Athens-Clarke County Library Board Room**  
**Draft Minutes**

Chairman Thomas called the meeting to order at 4:05 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Clark, Ms. Cox, Ms. Cullen, Ms. Hunt, Ms. Kaplan, Mr. Jordan, Ms. Mize, Ms. Ritter, Ms. Russell, Chairman Thomas, Mr. Timmons, and Mr. Woods. Absent was Ms. Darnell, and Ms. Hall. Staff members present were Ms. Bell, Ms. Bowden, Mr. Deal, Ms. Eades, Ms. Fike, Ms. Green, Ms. Mead, Ms. Plaksin, Ms. Schumman, Ms. Shull and Ms. Moncrief.

**Announcements:**

- Ms. Bell announced the following board members were at the end of their terms: Ian Thomas, Svea Bogue, and David "Chip" Woods. Thank you for your service and dedication. We appreciated each one and your time served. We will have books of your choosing ordered and put in the collection with a book plate that is in your honor and service to the Athens-Clarke County Library.

**Public Comment:** Tim Penning requested Hearing Loops be placed in public meeting spaces – Multi-Purpose meeting rooms and Auditorium.

- Understanding that the grant proposal was not accepted, will there be a possibility of further action and a hearing loop installed in at least the Auditorium that the Board will pay for as discussed at the last meeting?
- Ms. Bell explained that a quote for installation was being pursued and another grant opportunity was being submitted not only for Athens-Clarke County Library but possibly the region.
- Ms. Kaplan stated there were other possibilities for funding including Delta Zeta sorority and the Sertoma fund.
- Chairman Thomas stated quote is necessary and if all funding possibilities were perused and unavailable, he would suggest to fund the project from reserves or passport funds for the Auditorium only.
- Chairman Thomas motions for Athens-Clarke County Board of Trustees will release internal funding for hearing loop to be installed in the Athens-Clarke County Auditorium. Seconded by Ms. Russell.
- Mr. Penning will be notified when actions are taken.

**Presentation: Approval of Minutes:**

- The Draft Minutes from the July 14, 2020 regular meeting were unanimously approved. (Motioned by Ms. Hunt, Seconded by Mr. Timmons)

## **Approval of Agenda:**

- The Agenda was then adopted and unanimously approved. (Motioned by Ms. Hunt, Seconded by Ms. Ritter)

## **Financial Report:**

- FY2021 – Q1, unanimously approved. (Motioned by Ms. Hunt, Seconded by Ms. Clark)

## **Committee Reports:**

- **Endowment**

Ms. Bogue reported the value of the endowment as of 9/30/2020 is 1.4 million. The fund has gone up since first quarter balance of 1.19 million. The endowment has agreed to fund two projects, which we believe to be a good use of funds. They are construction to expand the Digital Media Center and Computer Classroom.

- **Friends of the Library**

Ms. Russell reported the Friends had a Facebook Live book box sale which made \$1000. They are exploring other possibilities to sell approximately 600 boxed of books.

In addition to sales they have donated books to Bethel Homes for the community and tote bags used for traditional book sales were used for end of summer reading prizes.

- **Winterville -**

Ms. Mize reported that the Winterville advisory board and community are so very thankful for the support the library and its staff have received. There was an article written in the Winterville Gazette found here

<https://www.cityofwinterville.com/files/documents/0bfed036-bbb7-4d7e-9883-c78d5bef1237.pdf>

All patrons are observing social distancing and wearing masks during visits.

The advisory board is reaching out to the community to increase support of the library.

The FOWL donated \$1000 to purchase material for the library.

## **Director's Report:**

- I would like to introduce our new Teen Services Regional Coordinator Jen Schumman. She comes to us from Statesboro Regional Library System. In addition to programing and staff of our Young Adult department, Jen will be working with our Vista Volunteer on community outreach. Thank you Jen.
- I would also like to thank our IT Department under the leadership of Greg Deal. This team has worked constantly in every branch on computers, scanners, phones, cameras, and our solar flower to make sure everything is in working order for the region. Thank you Greg and Team.
- Wendy Cornelius, Assistant State Librarian, was awarded the 2020 ASGCLA Leadership & Professional Achievement Award. ASGCLA is an acronym for the

Association of Specialized Government and Cooperative Library Agencies. It is a division of the American Library Association.

- Georgia Public Library Service has been named Library Journal's Marketer of the Year! This honor is for the work of the GPLS communications department, Deborah Hakes and Roy Cummings. This is quite an honor and a national award.
- ARLS Staff will be attending the Georgia Libraries Conference which will be held virtually and free of charge on October 7<sup>th</sup> through October 9<sup>th</sup>. This is an annual statewide staff development event.
- I will be preparing the 2022 Major Repairs and Renovation request which is due the end of this month. If your branch has a need for repairs or renovation, please let me know.
- **RBDigital** our vendor for e-books, e-audio and e-magazines has been bought out by Overdrive. GPLS/the Georgia Access Destination Download site has been changed over starting October 1, all of these materials will now be available through Overdrive.
- We began **Grab and Go service** to the community on Monday, October 5, 2020. All reports are that things have gone smoothly, and patrons are glad to be back in the library. Thanks to the creativity of Rhiannon Eades our Public Information Officer and Caleb Guice, our PR Intern, we created this [video](#) welcoming our patrons back. We have received great feedback from the video. It has been seen over 11,000 people.
- We will begin **reinstating fines** on October 10<sup>th</sup>. We waited to ensure our patrons had enough notice to return items before they became overdue.
- Attached to this document are **talking points** we developed for staff to use when patrons have questions about wearing masks in the building and about our grab and go services. I am sharing them with you in case you are asked similar questions.
- We are in the process of hiring staff for the East Athens Resource Center, the Lay Park Resource Center, and the Pinewoods Branch. Over the course of the last three months the staff filling those positions have resigned. Those three facilities are currently closed to the public. This is unfortunate; however, it also provides us the opportunity to change the direction of these positions. I propose changing these from library manager positions to **Community Engagement Specialists**. The new scope of these positions would be a much broader reach into the community. Making connections with community organizations, activists, and leaders, they would move the focus of the library out of the buildings and into the community. They will be engaging the community, accessing community needs and connecting those needs with the library. *(Action Item)*
- We did not receive the **IMLS CARES Act Grants** for Museums and Libraries program. This grant was to fund a mobile hotspot, as well as circulating hotspots, Chromebooks, and the Hearing Loop. IMLS received 1,701 applications and were able to award only 68 projects.
- ACCL was the spotlight article in the **IMLS Newsletter** on September 30<sup>th</sup>. The article title is: Transforming a Library, Changing Lives: Empowering At-Risk Youth

to Become Leaders. The full article can be found [here](#). This is quite an honor for us, and more national publicity about the good works happening in Athens.

- We have been approached by County officials to house in our Heritage Room the collection of items that were placed in a **time capsule** under the Athens Confederate Monument. We are working with the county to help identify Any organizations or companies that may be able to open the time capsule. More information about the time capsule can be found in this article: <https://www.classiccitynews.com/post/https-www-classiccitynews-com-post-trove-of-artifacts-may-be-in-athens-confederate-monument-time-c> *(Action Item)*
- Once again, the library will be an **early voting** center, and a precinct for voting in the general election. Additionally, a ballot box was placed at the entrance to the library. Many thanks to Lisa Moncrief who is heading up this initiative.
- Prior to the COVID shutdown, the library was investigating **expanding the Digital Media Center and computer lab**. This would allow more space and transform the computer lab into a space that would allow for virtual experiences as well as computer training. The company that will do the work is Gordian (state contract). Keith Saunders from SPLOST has signed off on the proposal, Nathan Rall, the GPLS Construction Director has agreed to a 50/50 financial split and Beth Smith from ACC facilities did the walkthrough with us explaining what would need to happen. Basically, we will be extending the DMC and cutting a door between the DMC and the computer training lab. We will purchase new furniture for that can be moved for the computer lab. Total cost estimate for this work is \$32,000 that would be \$16,000 from SPLOST and \$16,000 from State MRR. Initially we thought to have the meeting rooms and corridor flooring replaced, but I think we can wait on that part of the project until we find out more about the new SPLOST funding. We have attached the proposal to this document. *(Action Item)*
- Another possible piece of this project is to install a soundproof media room that will allow patrons to conduct podcasts, music studio, green screen capabilities etc. Gordian is getting back to us on the estimates for this piece of the project. *(Action Item)*
- Our **solar flower** has finally been fixed and is in working order now. We needed a part that could not be installed because of the companies travel restrictions due to COVID. We continue to work with the solar company and the county to replace the solar kiosk to display accurate information.
- Our library was approached by the **Bradbury Read-a-thon** committee to participate in the reading of Fahrenheit 451. The recording was available August 22 (Ray Bradbury's birthday through September 21st. Carla Hayden, Librarian of Congress, provided the introduction to the reading. Additional introductions and readings were given by General Charles Bolden, Jr. (NASA), Ann Druyan (writer/producer/director), William Shatner (actor), Neil Gaiman (author), Marlon James (author), Marjorie Liu (author), P. Djèlí Clark (author), Brenda Greene (author), Alley Mills Bean (actress), James Reynolds (actor), Tananarive Due (author), Steven Barnes (author), and Rachel Bloom (actress). Our very own Evan Bush and Alexia Ridley (WUGA) performed the readings for Athens-Clarke County Library. They both did a terrific job and I hope that you all caught some or all of it.

- Due to the Coronavirus shut down, we requested and received a one-year extension to our IMLS community Catalyst Grant. This will allow us to complete some of the projects that we had originally planned but had to postpone.
- We had some additional funding from the Community Catalyst IMLS grant. In keeping with the Trauma-Informed nature of the grant, we have formed a **coalition of community organizations** to work on a project or event to advance anti-racism and social justice in our community. So far 15 organizations have signed on and we have been meeting to discuss possible projects and activities. I will keep you updated as this coalition moves forward.

**Old Business:** None

**New Business:**

Nomination of new Executive Board Members – Mr. Timmons

- The members of the Personnel Committee (Mr. Timmons, Ms. Ritter, and Ms. Cox) hereby nominate for the following:
  - Ms. Jane Russell – Chair
  - Ms. Holly Kaplan – Vice Chair
  - Ms. Stephanie Hall – Treasurer
- Unanimously Approved.

**Board Actions:**

- Approve change position title of Library Manager to Community Engagement Specialists for East Athens and Lay Park Community Centers and Pinewoods Branch
  - Ms. Ritter stated that more outreach is needed in these areas is needed. The communities will have a connection to the library where they did not have before which will make the library a leader in the community.
- Ratify housing time capsule items from Athens Confederate Memorial
  - Ms. Kaplan asked “What is in the time capsule and will the cost of opening be the library’s responsibility?”
    - Ashley Shull (Head of Archive and Special Collections) responded, “There will be no cost to the library for opening the time capsule, we will just house the collection. We will want the contents examined for damage before accepting items.”
    - Ms. Bell also added “This is history and it needs to be in the library;”
- Approve proposal of the expansion of Digital Media Center and Computer Lab
- Approve possible addition of sound proof Media Room
- Ms. Ritter asked “The Auditorium sound and projection system was just replaced, is this a different location”

- Ms. Bell responded "This would contain a multi-media sound proof center and would be available to the public."

**Meeting was adjourned at 5:02pm** Unanimously Approved (Motioned by Chair Elect Ms. Russell, Seconded by Mr. Thomas)

**Next Meeting January 12, 2021 at 4:00 pm**

**Board Actions**

- Approval of July 14, 2020 Minutes, Regular Meeting, unanimously approved. Motioned by Ms. Hunt, Seconded by Mr. Timmons
- Approval of the October 13, 2020, Meeting Agenda, unanimously approved. Motioned by Ms. Hunt, Seconded by Ms. Ritter
- Approval of the Financial Report, FY2021 Q1, unanimously approved. Motioned by Ms. Hunt, Seconded by Ms. Clark.
- Approval of the Nomination and Vote of Executive Officers, unanimously approved.
- Approval to change position title of Library Manager to Community Engagement Specialists for East Athens and Lay Park Community Centers and Pinewoods Branch, Unanimously Approved Motioned by Mr. Timmons, Seconded by Ms. Ritter
- Ratify housing time capsule items from Athens Confederate Memorial, unanimously approved. Motioned by Ms. Russell, Seconded by Mr. Timmons
- Approve proposal of the expansion of Digital Media Center and Computer Lab, unanimously approved. Motioned by Ms. Kaplan, Seconded by Ms. Clark
- Approve possible addition of sound proof Media Room, unanimously approved. Motioned by Ms. Ritter, Seconded by Mr. Jordan.
- Adjourn. Unanimously Approved. (Motioned by Chair Thomas, Seconded by Ms. Boydstun)